

# 2020 BENEFITS OPEN ENROLLMENT

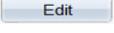
[www.in.gov/spd/OpenEnrollment](http://www.in.gov/spd/OpenEnrollment)

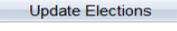
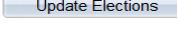
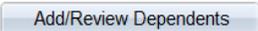
**Oct. 30 - Nov. 20**

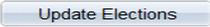
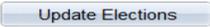
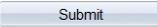
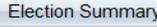
Deadline: Wednesday  
Nov. 20 by noon EST

## Quick Step Guide

Below are the steps to follow to enter benefits enrollment selections for State of Indiana benefits eligible employees. It is important to read and follow all open enrollment instructions carefully.

1.	<p>Log onto your <b>PeopleSoft</b> account using the PeopleSoft link: <a href="https://hr.gmis.in.gov/psp/hrprd/?cmd=login">https://hr.gmis.in.gov/psp/hrprd/?cmd=login</a></p> <p>Or go to <a href="http://www.in.gov/spd">www.in.gov/spd</a> and scroll to the bottom. Under Quick information, click on “State Employee Resources” and then the “PeopleSoft HR” link.</p> <p>If you do not know your <b>PeopleSoft ID</b>, please contact your Human Resource Department or the Benefits Hotline (toll free) 877-248-0007 or (local Indianapolis) 232-1167.</p> <p>If you need your PeopleSoft <b>Password</b> reset, please contact the IOT Helpdesk at 234-HELP (4357) or (800) 382-1095.</p>
2.	<p>On the main page, locate the <b>Open Enrollment Elections</b> section, and click the <b>Enter Elections</b></p> <p> button.</p>
3.	<p>Review your personal information in the Personal Information Summary. If you need to add or update:</p> <ul style="list-style-type: none"> <li>• your home or mailing address, click the yellow <b>Change home/mailling addresses</b> button;</li> <li>• your phone numbers, click the yellow <b>Change phone numbers</b> button;</li> <li>• your emergency contacts, click the yellow <b>Change emergency contacts</b> button;</li> <li>• your email addresses, click the yellow <b>Change email addresses</b> button;</li> <li>• your ethnic groups, click the yellow <b>Change ethnic groups</b> button;</li> </ul> <p>Click the <b>Save</b>  button and the <b>OK</b>  button after each change.</p> <p>After all information has been updated, click the <b>Return to Personal Information</b>  link to return to the <b>Personal Information Summary</b> page.</p> <p><b>Note:</b> If any changes to <b>marital status or employee information</b> are required, contact your agency human resources department, so they may update their records.</p>
4.	<p>Click the <b>Proceed to Benefits Enrollment</b>  button.</p>
5.	<p>Click the <b>Select</b>  button to make your Open Enrollment benefits elections.</p>
6.	<p>Click the <b>Edit</b>  button next to <u>Medical</u>.</p>
7.	<p>Click the <b>Option</b>  button next to the plan name in which you wish to enroll. If you do not wish to enroll in a plan select the <b>Waive</b> option.</p>

8.	<p>Review the dependents listed toward the bottom of the page. Previously enrolled dependents will appear in the list. You know your dependent is enrolled in the plan when the Enroll checkbox <input checked="" type="checkbox"/> next to their name is marked.</p> <p>To add or make changes to dependents, click the <b>Add/Review Dependents</b>  button. To add a dependent, click the <b>Add a dependent or beneficiary</b> button. To make changes to a dependent, click on their name and then the <b>Edit</b>  button. After all changes are completed, click the <b>Save</b>  button, click the <b>Return to Enrollment Dependent/Beneficiary Summary</b> <a href="#">Return to Enrollment Dependent/Beneficiary Summary</a> link, and click the <b>Return to Event Selection</b> <a href="#">Return to Event Selection</a> link.</p> <p>Social security numbers are required for spouses. Under the Affordable Care Act, large employers are required to request dependent social security numbers for use in completing IRS forms, 1094-C and 1095-C. If you do not provide your dependents social security number, the IRS may be unable to match the information you provide on your tax return. This may result in receiving an inquiry from the IRS or being liable for a shared responsibility payment.</p> <p>Not entering a date of birth for any dependent may make them ineligible for coverage. If a dependent relationship has changed, contact the Benefits Hotline to make the change; <b>DO NOT</b> add/duplicate information to correct/change relationship or status.</p>
9.	<p>When finished, click the <b>Update Elections</b>  button to review your election information. If you earned the Wellness Discount for Medical for 2020, you will see the discount applied to your premium here. Click the <b>Update Elections</b>  button to return to the plan summary page. (Employees selecting a CDHP will have to verify eligibility for a health savings account (HSA) by reviewing the requirements and selecting the <b>Yes</b> or <b>No</b> button).</p>
10.	<p>If you selected a Consumer Driven Health Plan (CDHP), and are electing an HSA for the first time since you have been employed with the State, click <b>The HSA Authority</b> <a href="http://www.theHSAauthority.com">www.theHSAauthority.com</a> link to complete the application. The employer code is <b>100366</b>. You will need the social security numbers and birthdates of all beneficiaries and authorized signers. If you already have an HSA through the State with The HSA Authority, you do not need to open another account.</p> <p>On the same page go to the <b>“Select an Option”</b> section and choose which HSA plan you wish to enroll and enter your <u>annual</u> contribution to your HSA (if any) in the “Total Employee Elected Contribution Amount” box.</p> <p>When finished, click the <b>Update Elections</b>  button to review your election information. Click the <b>Update Elections</b>  button to return to the Open Enrollment page.</p>
11.	Repeat steps 6 – 9 to select <u>Dental</u> and <u>Vision</u> plans.
12.	Click the <b>Edit</b>  button next to <u>Health FSA</u> . Click the <b>Option</b>  button if you wish to enroll.
13.	Enter the amount you wish to contribute into the <b>Annual Pledge</b> field. If you need help figuring out how much to contribute, PeopleSoft provides a per-pay or annual contribution calculation by clicking on the <a href="#">Worksheet</a> link.
14.	When finished, click the <b>Update Elections</b>  button to review your election information. Click the <b>Update Elections</b>  button to return to the Benefits Enrollment page.
15.	Repeat steps 12 – 14 to enroll in the <u>Dependent Care FSA</u>
16.	Click the <b>Edit</b>  button next to <u>Basic Life</u> to review or waive coverage. Select the <b>Option</b>  button next to the selection you want to make.
17.	Scroll to the bottom of the page to review your beneficiary information. Review the Primary and Secondary beneficiary allocations.
18.	Click the <b>Add/Review Beneficiaries</b>  button to make any changes. Click on the Beneficiaries name to update their information, Click the <b>Edit</b>  button and make changes. Click the <b>Return to Dependent/Beneficiary Summary</b> <a href="#">Return to Dependent/Beneficiary Summary</a> when complete.

19.	When finished, click the <b>Update Elections</b>  button to review your election information. Click the <b>Update Elections</b>  button to return to the Benefits Enrollment page.
20.	Repeat steps 16 – 19 to review, increase by \$10,000 (not to exceed \$200,000), decrease or waive <u>Supplemental Life</u> coverage.
21.	Repeat steps 16 – 19 to review, increase, decrease or waive <u>Voluntary AD&amp;D Life</u> coverage.
22.	Click the <b>Edit</b>  button next to <u>Dependent Life</u> to review or change coverage. Click the <b>Option</b>  button next to the plan you wish to enroll.
23.	When finished, click the <b>Update Elections</b>  button to review your election information. Click the <b>Update Elections</b>  button to return to the Benefits Enrollment page.
24.	Click the <b>Edit</b>  button next to <u>Commuter Benefit</u> to review, elect or waive coverage. Click the <b>Option</b>  button next to the selection you want to make.
25.	If you elect to enroll in the Commuter Benefit Reimbursement plan, enter the amount you wish to contribute into the <b>Annual Pledge</b> field. If you need help figuring out how much to contribute, PeopleSoft provides a per-pay or annual contribution calculation by clicking on the <u>Worksheet</u> link.
26.	When finished, click the <b>Update Elections</b>  button to review your election information. Click the <b>Update Elections</b>  button to return to the Benefits Enrollment page.
27.	To submit your elections, click the <b>Submit</b>  button.
28.	Click the <b>I Accept</b> option to accept or <b>I Decline</b> option to decline for the <b>Non Tobacco Use Agreement</b> .
29.	Click the Payroll Deduction Authorization checkbox <input type="checkbox"/> to authorize your deductions <input checked="" type="checkbox"/> .
30.	Click the <b>Submit</b>  button.
31.	Click the <b>OK</b>  button.
32.	<p>If properly completed, the Benefits Enrollment page will show the Event Status as <b>Submitted</b>. Click the Election Summary  and a new screen summarizing your benefit elections will generate.</p> <p>Review your elections carefully. If the Election Summary  reflects your desired elections, click the Print  button and keep a copy of your elections for your permanent records.</p> <p>If you need to make any changes, click the <b>Select</b>  button on the Benefits Enrollment page and follow the above steps. Once elections are correct: ensure the Event Status shows <b>Submitted</b> and click the Print  button and keep a copy of your elections for your permanent records.</p>
33.	<b>End of Procedure.</b>

**Please contact the Benefits Hotline with any additional questions or concerns. Employees outside of the Indianapolis area can call toll free at 1-877-248-0007. Employees within the Indianapolis area 317-232-1167.**